

Department Of Correction

Official Title: Student Intern

Position Type: Internship

Posting ID #: 062
Salary: Unpaid

INTERNSHIP INFORMATION

Number of Vacancies: 2

Location: MCI-Framingham

Internship Track: Female
Offender Programs & Treatment

Hours/Schedule: 3-4 days a week, flexible hours

Duration:
Semester

Position Description: The goal of the Treatment Department is to provide the female inmate population with constructive options for programming, treatment, education, leisure and re-entry opportunities which will help aid in their reintegration to society and hopefully reducing the risk of recidivism. The interns will be able to cross-train at other facilities and attend various staff/management meetings. By the end of their Internship, they will have gained a well-rounded introduction to the operations of a correctional institution while learning about different positions available to them post-graduation.

Responsibilities/Major Duties: Interns assigned to the Treatment Department will work alongside the Volunteer Services Coordinator to maintain volunteer records, assist with volunteer orientations, and learn/update the PASS system. Interns will learn and utilize the IMS (Inmate Management System) to schedule programs and will learn about all programs that affect the Inmate's Pathway. They will work with the Housing Search Specialist and assist with the re-entry caseload, to include verifying or securing programs and audit/enter case plan reports into IMS. They will also support the treatment staff with the creation of templates, documents, spreadsheets, etc.

Preferred Qualifications: Proficiency with Microsoft Word and Excel preferred, basic knowledge of other Microsoft software (PowerPoint, Access & Publisher) desired. Applicant must be organized, have good communication skills (written & verbal) and adhere to confidentiality requirements. A Genuine interest in Reintegration, Treatment and Reentry preferred.

How to apply:

Mail Internship Application to:

Monserrate Quinones
50 Maple Street, Milford, MA 02757
Fax: (508) 422-3654

For additional information or questions, please contact:

Lori Costa at (508) 422-3651 or email at lori.costa@state.ma.us

Agency Web Address: <http://www.mass.gov/doc>